



INFORMATION BULLETIN

Bulletin #: I-2023-009
Date: July 28, 2023
To: All Members
From: Barry Petrachenko
Executive Director
Copies: Board of Directors, Softball BC Staff
Subject: Nominations for MaW Coordinators and UICs

Elections are required this year for both Men's and Women's District Coordinators and District UIC's, and nominations are now open. In any District where more than one candidate is nominated, an election will take place prior to September 15, 2023.

For individuals interested in serving in one of these positions, please note the following information:

Men's and Women's Coordinator: Candidates must submit an email, or letter of intent post marked on or before September 1st to Softball BC and the incumbent Coordinator. If more than one person challenges for the position of District Coordinator, elections will be held following the criteria from Softball BC Special Operating Rule 18.1.9. A job description is attached.

District UIC: After each term, the District Umpire-in-Chief position shall become vacant and all interested parties, including the incumbent, must notify Softball BC in writing or electronic form by September 1 of their candidacy. If more than one person challenges for the position of District Umpire-in-Chief, elections will be held following the criteria from Softball BC Special Operating Rule 18.1.7.

The terms of office for these positions will commence at the AGM in October and to be eligible candidates shall:

- Endorse a Volunteer Agreement confirming that the candidate is a bona fide member of Softball BC
- Confirm that the current annual dues have been fully paid, and
- Demonstrate a basic understanding of the Special Operating Rules of Softball BC and/or applicable Coordinator Manual.

The nomination form can be accessed via the following link:

[Nomination - District Coordinator and UIC](#)

Questions regarding this information can be forwarded to Terri Boizard at tboidard@softball.bc.ca.





MEN'S AND WOMEN'S COORDINATOR Job Description

1. Promote and encourage the game of softball in your District.
2. Promote and encourage membership in Softball BC in your District.
3. Represent Softball BC in your District, and the District to Softball BC, and to abide by the rules.
4. Be available as a District representative for part of each month during the year and establish a time schedule of availability during critical times.
5. Assist any team in your District in finding adequate competition.
6. In cooperation with the Minor Coordinator, Men's and Women's Slo-Pitch Coordinator, and Umpire-in-Chief, act as a liaison for Softball BC with Coaching and Umpire clinics within your District.
7. Attend Annual General Meetings and Extra-Ordinary Special Meetings as a voting delegate.
8. Distribute the Softball BC Constitution and Operating Rules Handbook to all teams in your District.
9. Approve Softball BC Player Roster Forms and Softball BC Team Registration forms by the registration deadlines as outlined in the handbook.
10. Report to the Softball BC Men's and Women's Director, any dispute over the movement of players.
11. Make recommendations to the Softball BC Men's and Women's Director for discipline of players and/or coaches that do not abide by Softball BC rules.
12. Inform all teams who will be attending Provincial Championships of requirements, plus supply any and all materials required.
13. The District Coordinator sits as a member of the Men's and Women's Advisory Council
14. Provide Softball BC and Softball Canada Operating Rules and Constitution interpretation to teams attending Provincial Championships who do not abide by the above during league play.
15. Serve as a liaison or member of the Committee hosting a Provincial Championship in your District.
16. Attend Men's and Women's Associations' meetings and bring forth all recommendations from Men's and Women's Associations to the Softball BC Board of Directors.





17. Submit to Softball BC Provincial office, names, accommodation, and travel requirements of voting delegates for the Annual General Meeting or any extraordinary meeting. The Men's and Women's voting delegates per District consist of one vote for District Men's and Women's Coordinator, one vote each registered discipline (fastpitch/ortho/slo-pitch).
18. Appoint a representative in his/her place when leaving the District for any reason including holidays, sickness, etc. To keep the Men's and Women's Director and Softball BC Office aware of such replacement.
19. Utilize the Men, Women and Mixed representatives within the District.
20. Assist and promote all Softball BC approved fundraising projects.
21. Set up meetings within the District to discuss and organize District business.
22. Submit articles from your District for the Softball BC website.
23. Keep all registered teams in your District up to date on Softball BC changes.
24. Oversee the classification of men's and women's teams within your District in consultation with the Men's and Women's Director.
25. Submit a written report 40 days prior to the AGM, outlining the past year's events to be included in the Pre AGM brochure.
26. Submit an expense form for expenses incurred in administering your district, with receipts attached to the Softball BC office no later than September 30th. (AGM expenses will be paid separately from your annual expense report)
27. Submit an operational budget by November 30, to the Softball BC office, for the following year.
28. Secure Association/League Executive names, addresses and telephone numbers, and submit to the Men's and Women's Director annually, along with a copy to the Softball BC Office.





District Umpire-in-Chief Job Description

This is an elected position with elections scheduled in odd-numbered years.

Every registered umpire in a District is eligible to vote in the election.

The District UIC represents Softball BC in the District and acts under the direction and supervision of the Provincial UIC.

QUALIFICATIONS



Must be registered at least one year prior to election



Must be a member in good standing



Must be registered in District



Should have been registered at least five years



Should have been involved with the education program in previous years



Should have at least Level 3 Certification



Should be a certified Softball Canada Instructor/Evaluator



Should have National Championship experience

MAJOR OBJECTIVES/PURPOSE



To establish a line of communication for Softball BC to the umpire community in the District



Establish liaison between the Provincial UIC and Umpire Association and Umpires NOTE:
In establishing a liaison the District UIC does not control or administer local Umpire Associations.



To administer all Softball BC umpire activities within the District. This includes clinics, evaluation, Provincial Tournaments and education of District Umpires



To give rule interpretations to umpires, coaches and leagues



To provide a standardized approach to umpire instruction

GOALS



Provide leadership in officiating





- Provide a standard approach to umpire education
- Promote and foster rule knowledge
- Assist in the grading and evaluation of umpires to Level 3
- Provide opportunity for umpires to achieve "The Best they can Be"
- To initiate and evaluate program goals

DUTIES AND RESPONSIBILITIES



- Establish a liaison between the Provincial UIC, Umpire Associations, and independent umpires within their districts.
- Assess candidates for Provincial and/or National & Western Canadian Tournaments.
- Submit electronic evaluations on umpires to the Provincial UIC and provide copy to the umpire.
- Encourage all umpires in the district to register with Softball BC
- Attend all meetings at the request of Softball BC
- To provide input into meetings and participate in the meetings
- Provide leadership for local Associations and local UIC's
- Be receptive to new ideas, suggestions and promote them in the District
- To be an exemplary model at all times. This includes:
 - ★ Dress and deportment
 - ★ Manner and rapport
- To follow a proper chain of command at all times
- Follow the Softball BC Special Operating Rules on Disciplinary matters
- Attend District meetings whenever possible to promote Softball BC
- Submit a yearly report prior to the AGM in October
- Copy all correspondence to the Softball BC office and the Provincial U-I-C
- Meet all deadlines on submitting reports, assignments, applications and expense

